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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 30 December 1953

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. (continued item)

(1) An inspection was conducted by the Security Division relative to Safety and Security conditions found in the depot. While a copy of the report of the inspection has not been received in this division, it is understood that from tests made for carbon monoxide gas that an unhealthy concentration of such gas exists due to the lack of adequate ventilation in the warehouse. This gas is generated from the operation of gasoline powered materials handling equipment within the warehouse.

(2) The Real Estate and Construction Division has advised that construction work on major projects in the warehouse is to commence early in January. While the presence of construction workers in the building always creates a security problem and hampers the general run of business, no serious interruption to operations is contemplated.

b. Supply Training: (continued item)

The Supply curriculum of the Logistics Support Course has been thoroughly examined and improvements have been made in instructor assignments. The number of individuals making presentations has been reduced from 23 to 12 persons. From this change, it is believed that subject coordination and integration will be enhanced considerably.

what are we doing to correct # How about warehouse design # was this not included

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

No change.

3. OTHER ITEMS OF INTEREST:a. Supply Regulations: (continued item)

(1) The headquarters series of the Supply Regulations, with the exception of regulation "Requisitioning", is now being prepared for submittal to the Regulation Control Staff, DD/A, for

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final coordination. This draft includes such revisions determined from working level coordination with cognizant offices.

(2) Regulation [] "Requisitioning", will have to be redrafted so as to separate the policy from the procedural aspect presently set forth in the proposed regulation. ✓

c. Revision of Unit Prices of Stock Items: (new and completed item) OK

Supply Control Staff personnel are actively reviewing all unit prices of items carried in the inventory. Many sources of pricing data have been screened in this effort to determine an accurate price tag to Agency stocks. Such sources include a summary of acquisition prices from Agency procurement, manufacturer's catalogs and DOD price lists. A deadline for completion of this extensive analysis has been set for 12 January. From this project, a more accurate reflection of the current dollar value of inventories will be obtained. The first monthly report which will incorporate the price revisions is planned for the period ending 29 January 1954.

d. Personnel Changes: (new and completed item)

(3) Mr. [] GS-11, will return to Washington from duty at the [] where he has been stationed for one year. Mr. [] will be assigned tentatively to the Facilities Staff.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Weekly Activity Report of 10 December for current status of objectives.



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LO/SD:DWW:dmg:mt (30 Dec. 1953)

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